

# Courier

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*The times, they are a changing*

## Computer security steps protect you and the county

Why do you close your door and lock your house when you leave? Why do you keep your money in a bank? We've all heard stories about a time when our parents or grandparents left their door open, when neighbors would look after each other. But the reality is that the world has changed.

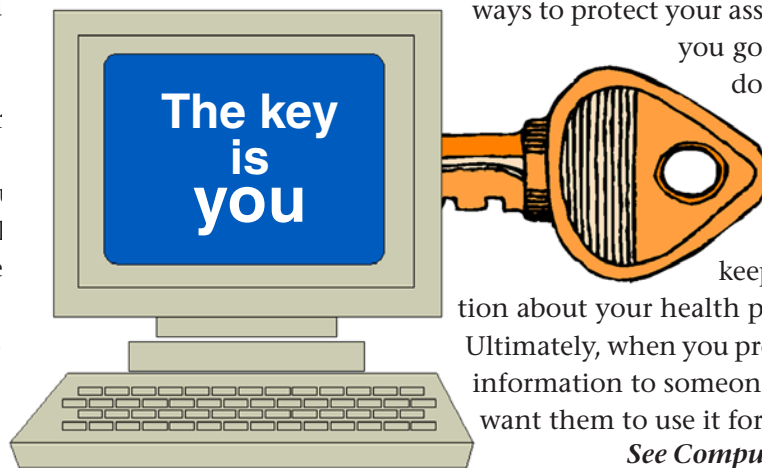
When you put your

money in a bank, you are entrusting the bank to keep it safe; to follow established procedures to protect it and to change those procedures if there are new or better ways to protect your assets. When

you go to a doctor's office, you entrust them to keep information about your health private.

Ultimately, when you provide information to someone, you only want them to use it for the reason

*See Computers, page 2*



## FY 2006 budget approved

Adopting the FY 2006 budget was quite different from last year when the Board of Supervisors had to provisionally adopt the FY 2005 fiscal plan. A prolonged session of the General Assembly due to disagreement regarding the commonwealth's budget meant the county could not finalize its fiscal plan until early May 2004. However, this year there were no such delays. On April 25, the board approved the county's FY 2006 budget. This included General Fund

Disbursements totaling \$3 billion, an increase of \$162.7 million or 5.7 percent over the *FY 2005 Revised Budget Plan*. Accounting for approximately 52 percent of the county's budget, the Fairfax County public schools will receive a transfer of \$1.56 billion for operations and debt service, which is an increase of \$112.7 million. County Direct Expenditures total \$1.1 billion, an increase of \$30 million or 2.9 percent over the current year.

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**Computers, from page 1**

you provided it.

Every day, the residents of Fairfax County entrust its employees with their information; information about their homes, their health, their banks. They want the same thing we want — for the county to use their information for the reason they provided it and to protect it from misuse or compromise.

Today, operations of the county depend on technology which impacts almost every agency, function and process because it allows people to get and share information, conduct county business and service the public efficiently.

workstation or network. The county has adopted the standard industry practice of enforcing “least privilege.” Least privilege means that you are only given the minimum level of access necessary to perform your job duties. Much like the card badges that we use to gain access to county offices, your access level only opens the doors you need.

Another change that is enforcement of information security policy. For example, the policy of allowing only county-owned devices (laptops, PDAs, memory drives, etc.) to be connected to the network is being enforced because other devices represent a serious risk to the county’s information



**Tony Griffin,**  
county executive

## Computer security is everyone’s job

The county provides employees with computers, cell phones, PDAs and other electronic devices for conducting business. All of us have a responsibility to protect the integrity of the county’s information network by following information security policies and procedures. By working together to protect the network, we will ensure that information is secured from unauthorized access, unauthorized disclosure, modification or destruction. We have a dedicated workforce that is committed to providing quality service to our residents. This is part of what makes us one of the best managed counties in the nation. Let’s ensure that we can continue to provide this high level of service by protecting the information resources that allow us to do our jobs.

In recognition of this, the county built a computer network that provides its employees with an efficient and effective means of conducting business. With this ease of access to information comes vulnerability, but we can decrease this vulnerability by becoming aware of things we can do to reduce it; just like we don’t leave our doors unlocked when we leave our house.

Employees have probably noticed a few changes in the computing realm at the county in recent years. The county improved its information security technology by implementing enhanced firewalls and intrusion detection systems. “Strong Passwords” have been instituted. Studies show that most people use the same passwords at home and work. How easy does that make it for someone to gain access to your information?

Employees also have noticed that the new computers being distributed are more secure and do not allow unrestricted access to the

resources. These policy enforcements are not intended to make using computer technology more difficult, but rather to help secure the county’s information, and information about residents and employees of the county.

The county has an obligation to protect residents’ and employees’ information as well as the investment in technology which is being made. Because employees are given access to this technology and information, employees are one of the foundations to protecting these things against inadvertent or even deliberate compromise.

As a part of the responsibility and trust that comes with the use of the county’s IT assets, employees need to recognize that they are the first “line of defense” against inappropriate behavior or wrong-doing. As we’ve learned to recognize changes in the world in other ways, we need to recognize that the way we think about computers and informa-

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**Computers, from page 2**

tion resources at work has to change to be aligned with new risks. For example, the computers that we use to access the Internet, the e-mails that we send; these all belong to the county, not us to individually. In other words, access to the Internet is being provided by the county to enable us to perform our job responsibilities in an efficient, effective manner. E-mails we send are considered official correspondence for Fairfax County government and should be professional and courteous.

Just as with other policies in the county, such as workplace violence or harassment, employees should be aware that violations of the county's computer use policy and Standards of Conduct are serious and can result in disciplinary actions. In the past several years, disciplinary actions have been instituted for computer misuse related offenses.

These actions included several terminations and several resignations in lieu of termination. Employees are encouraged to discuss the county's policies on Computer Use, IT Security and HR Computer Use Policy with their supervisors if they have any questions about them.

Employees play a vital role in protecting the county's information assets. By becoming aware of their roles and responsibilities, employees can help to ensure the residents and the employees of the county have access to reliable and secure systems. The county will be hosting a Security Awareness Day in December to help staff become more aware of the things they can do to help protect and secure the county's information and resources. Watch NewsLink and the *Courier* for more information. ■

- by Jennifer Penner, DIT

**Budget, from page 1**

For the fourth consecutive year, the real estate tax rate will be reduced. The board cut another 3 cents from the county executive's proposed rate reduction of 10 cents. This brings the cumulative decrease to 23 cents over four years. The current rate will decrease from \$1.13 per \$100 assessed value to \$1 per \$100 for FY 2006, which surpasses the previous low of \$1.11 per \$100 of assessed value in FY 1992. At this rate, the typical household will pay \$4,448 in real estate taxes, \$365 more than in FY 2005 but \$578 less than they would have paid had the rate not been lowered by 13 cents and \$1,665 less than they would have paid without the four-year tax rate cut.

**What the budget means for county employees**

Much has already been written about the FY 2006 budget with particular focus on initiatives such as the tax rate cut, affordable housing and stormwater management. However, the Board of Supervisors funded a number of items that have an impact on county employees. These include:

- ♦ **A Deferred Retirement Option Program**

**(DROP) for members of the Employees' Retirement System.** DROP provides the ability for an employee to retire for purposes of the pension plan, while continuing to work and receive a salary for a period of three years. During the DROP period, the pension plan accumulates the accrued monthly benefit into an account balance identified as belonging to the member. The account balance is credited interest that is compounded monthly. At the end of the three-year period, the employee must terminate employment. Furthermore, the decision to enter DROP is irrevocable. Eligible members of the Police Officers and Uniformed Retirement Systems have been able to participate in DROP since October 2003. It is now extended to those in the Employees Retirement System.

- ♦ **Pay for Performance (PFP).** No changes were made to the existing system with awards of 0-6 percent depending on performance. The Board of Supervisors reiterated their support for PFP. The annual market review will continue to address the competitiveness of salary scales. However, the Board directed the county executive to undertake a compre-

*See Budget, page 4*

**The FY 2006  
Adopted Budget  
documents  
will be available  
in June.**

**Additional  
information on the  
county's budget  
can be found at  
[www.fairfaxcounty.gov/  
dmb](http://www.fairfaxcounty.gov/dmb).**

### **Budget, from page 3**

hensive review of performance rating terminology to provide more clarity regarding employees' performance, with any changes to be included, if appropriate, in the FY 2007 budget. The Employee Advisory Council will participate in this review.

♦ **The market rate adjustment for FY 2006 is 3.07 percent.** Non-public safety employees who participate in the PFP system will see their salary scales adjusted by the market rate; however, as noted above, employees do not receive this adjustment as they did in the past through a cost-of-living adjustment. However, public safety employees who do not participate in the PFP system will see their pay adjusted by this amount.

♦ **The F (Fire) and O (Police) pay scales were adjusted by 4 percent** to reflect the local market and ensure pay competitiveness in order to attract and retain highly qualified public safety employees.

♦ **The shift differential rate has been increased** from \$0.65 to \$0.85 per hour for the evening shift and from \$0.90 to \$1.10 per hour for the night shift (effective Pay Period 15, which begins July 9).

♦ **The holiday leave policy has been modified to provide hour-for-hour compensation when an employee is required to work on a county-observed holiday.** Under the current policy, for example, an employee required to work his normal 10-hour work day on September 5 (Labor Day) would only receive eight hours of holiday pay or holiday

shift greater than eight hours and who actually work on the holiday. It does not apply to employees who are on flex or compressed work schedules, or who have the holiday off. Firefighters working a 24-hour shift will receive 16 hours of holiday compensation.

♦ **Hours on paid leave will be counted when determining an employee's eligibility for time-and-a-half overtime compensation.** In 2001, this change was made for fire protection personnel based on state legislation. The General Assembly added law enforcement personnel to that provision during the 2005 session so the county executive subsequently recommended, and the board approved, extending the same provision to all county employees (effective July 9, 2005).

The board also directed the county executive to undertake several other studies and initiatives in preparation for the FY 2007 budget. These include development of an allocation process to prioritize affordable housing preservation initiatives funded through the designation of the value of one penny on the real estate tax rate; preparation of a briefing on the new Public Safety and Transportation Operations Center including a timeframe for construction; identification and implementation of strategies designed to promote gang prevention activities; and review/recommendations on the county's compensation program including the annual market rate study, benchmarking of key

positions, pay compression in the public safety pay plans, pay for performance, overtime compensation with strategies to control and limit reliance on overtime, inclusion of the issue of state responsibility for adequate pay for state positions such as magistrates, probation officers and district

compensatory time for working the holiday. With this change, the employee would receive 10 hours of holiday pay or holiday compensatory time. This applies only to those employees who are required to work a

court employees, and a study of the issue of Health Department employees who are under the Virginia Retirement System. ■

- by Barbara Emerson, DMB

### **FY 2006 Budget in Brief**

Total General Fund Disbursements (includes Schools)	\$3 billion (5.7% increase)
General Fund Direct Expenditures	\$1.1 billion (2.9% increase)
Value of One Real Estate Penny	\$17.9 million in revenue
Average Residential Assessed Property Value	\$444,766
Total Residential Assessment Increase	23.09%
County Population Growth since FY 1991	28.2%
Authorized Position Growth since FY 1991	3.6%

# County adds DROP for employees' retirement system

The Board of Supervisors, in passing the county budget on April 25, 2005, included funding for a Deferred Retirement Option Program (DROP) for members of the Employees' Retirement System. Members of the Employees' Retirement System who are eligible for normal retirement can participate. Employees not eligible for normal retirement by July 1, 2005, can enroll should they become eligible for normal retirement benefits before June 30, 2010, when the program terminates as currently written unless extended by the Board of Supervisors.

The Retirement Administration Agency will respond to questions concerning the DROP program on May 16. Until then, please refer to the Retirement Administration Agency Web site for further details on the DROP program at [www.fairfaxcounty.gov/retbrd/dropsum.htm](http://www.fairfaxcounty.gov/retbrd/dropsum.htm). This information explains how DROP works for Fairfax County public safety employees. The plan design for members of the employees' system is expected to be similar. There will be information posted on

the employees' Web site under "Current News" as soon as it is available. Bookmark [www.fairfaxcounty.gov/retbrd/dropsumemp.htm](http://www.fairfaxcounty.gov/retbrd/dropsumemp.htm) and check that site for updated information starting May 16. Watch for upcoming county NewsLink and *Courier* editions for more details as they become available.

Eligible employees who want to enter the DROP program can do so beginning the first payroll period after July 1, 2005 (July 9, 2005). Should you decide to DROP effective July 9, you should contact the Retirement Administration Agency after May 16 to set up counseling and plan to attend one of the informational sessions. Priority will be given to retirement eligible members on a first-come-first-served basis as counseling sessions are limited. ■

The Retirement Agency has scheduled the following DROP informational presentations to help employees understand the optional program.

- ♦ Wednesday, May 25 – Govt Center Auditorium – 1 – 2 p.m.
- ♦ Friday, June 3 – Govt Center Auditorium – 10 – 11 a.m.
- ♦ Wednesday, June 8 – South County Conference Center – 10 – 11 a.m.
- ♦ Wednesday, June 22 – Govt Center Auditorium – 1 – 2 p.m.

## Onthank Award recipients announced

Ten employees have been selected to receive the Onthank Award, the highest honor the county bestows on its employees. Eight are from the county and two are from the school system.

The awardees from the county are:

**Joseph Bakos**, chief zoning inspector, Department of Planning and Zoning;

**Douglas K. Byrd**, deputy sheriff lieutenant, Office of the Sheriff;

**Tyler D. Corey**, deputy sheriff lieutenant, Office of the Sheriff;

**Katharine D. Ichter**, transportation division chief, Department of Transportation;

**Noel H. Kaplan**, planner III, Department of Planning and Zoning;

**Marguerite M. Kiely**, director, Depart-

ment of Systems Management for Human Services;

**Daniel L. Pierce**, deputy sheriff lieutenant, Office of the Sheriff;

**Katherine J. Strotman**, management analyst II, Library.

The school awardees are:

**Vanessa A. Jackson**, custodian II, Key Middle School;

**Susan Rexford**, career center specialist, West Springfield High School.

The awards will be presented at the Board of Supervisors meeting at 10 a.m. on Monday, June 20. A full description of the winner's achievements and other nominees will appear in a future issue of the *Courier*. ■

*Classified ads  
are on the  
Infoweb*

# Celebrate Fairfax! announces an entertainment extravaganza you won't want to miss

From rock to blues to swing and country, *Celebrate Fairfax!* offers something for everyone's taste in music during June 10 – 12 at the Fairfax County Government Center.

Country makes a triumphant return on Saturday night, June 11, with **Honky Tonk Tailgate Party** featuring four of today's hottest stars in country music – **Daryle**

**Singletary, Rhett Akins, David Kersh and Chad Brock. Kelsey DiMarco** opens for the group at 7:30 p.m.

On Friday night, **Better Than Ezra** will perform tunes from its hot new CD *The Robots* debuting May 31. **Rare Earth** and

**Blue Oyster Cult** bring their classic hits to the Michelob Ultra Stage on Friday night, beginning at 8 p.m.

**Rick Springfield** brings his nostalgic charm and favorite tunes to the Bud Light Stage on Saturday night. **The Smithereens** open the show at 8 p.m.

Grammy Award-winner **Koko Taylor**, the undisputed Queen of Blues, lights up the Bud Light Stage on Sunday, June 12. **Lonnie Brooks** opens for Taylor at 2:30 p.m.

Swing bands **King Teddy** and **Tom Cunningham Orchestra** are in the spotlight on Sunday evening.

A wide variety of local and regional talent entertain throughout the weekend including **Welbilt, Filomath, Tater, Moosa, Mike Holden, Robert Ray, Slightly Something, Jake Loufer, Pablo Perez Project, Atomic Mosquitoes, The Speaks, Get-away Car**, and more.

New to the festival this year is the Cox Performing Arts Stage. **Nen Daiko** is the traditional Taiko group founded in 1994 by

members of the Ekoji Buddhist Temple in Fairfax Station. **The Gentlemen Jugglers** easily dodge pins, knives and torches, often while riding seven and 10-foot unicycles. The act's success is based on the classic contrast between the amazing technical juggling of straight man John and the wild comedic antics of Roberto the Magnificent.

**Big Nazo** is a mind-blowing visual and musical extravaganza. Outrageous masked and puppet-like musicians and dancers play foot stomping rock and roll, soulful rhythm and blues and involve the audience in comic theatrical scenarios to create the most unforgettable dance party you'll ever experience.

**KanKouran West African Dance Company** presents an experience in the energy and tradition of authentic African culture. Exciting and electrifying, the program showcases various traditional dances and rhythms that relate to the history and culture of the indigenous people of West Africa.

The Cox Performing Arts Stage presents many more cultural performances including **Blue Ridge Cloggers, El Tayrona Colombian Folklore Music and Dance, Irish Dance Troupe, Cham Cham Payal Bajey**, and much more!

The ExxonMobil Children's Village Stage features favorites **Mad Science, Animal Ambassadors, Reptiles Alive** and **Reptile Guy**. Two new shows sure to capture your imagination are **The James Rose Puppets** and **Rhythm is Going to Get You**. James Rose performs his traditional Punch and Judy puppet show while the Pied Piper of Percussion, Steve Gryb, leads the audience through his interactive hands-on percussion show.

A complete festival schedule is located on the *Celebrate Fairfax!* official Web site – [www.celebratefairfax.org](http://www.celebratefairfax.org). ■



Celebrate Fairfax! official Web site  
[www.celebratefairfax.org](http://www.celebratefairfax.org)

## Briefs

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### The Competitive Edge

You got what it takes? You know it, now show it by forming a team for fun competition at this year's Sneak Peek on June 10. Each department team of five to six participants will be headed by a board member. All teams will be asked to bring supplies for a worthy cause – the county animal shelter (supply list provided later). There can only be five teams, so register your team now with **Cathy Maynard**, county executive's office, 703-324-3239.

### Bike to Work Day – May 20

Jump on your wheels and peddle to work on May 20 when the metropolitan area celebrates Bike to Work Day. Pit stops are Government Center, 6:30 – 8:30 a.m. (contact: **Mimi Murray**, 703-324-1436); Reston Town Center, 6:30 – 9 a.m. (contact: **Bruce Wright**, 703-478-0283); and Vienna Whole Foods lot/W&OD Trail (contact: **Peggy Williams**, 703-319-2000). Check out the Washington Area Bicyclist Association Web site at [www.waba.org](http://www.waba.org) for

more information. This will make your heart feel good!

You also can recycle your old bicycle that day, from noon to 3 p.m. in Government Center parking lot B. The bikes are being collected by Bikes for the World which donates them to selected nonprofit agencies in Africa, Latin America, the Caribbean and the South Pacific. These bicycles are used to provide affordable transportation to help individuals get to work or school. There is a \$10 suggested donation to offset shipping costs. Everyone who rides the bike they are donating to the event will get a free ride home. For more information, contact **Meredith Eisenberg** in the Division of Solid Waste Collection and Recycling at 703-324-5313, TTY 711.

### May is Foster Parents Appreciation Month

The Board of Supervisors proclaimed May as Foster Parents Appreciation Month to underscore the importance of foster parents. In Fairfax County, there are about 450

children in foster care and 178 foster parents. Call the Office for Children to see how you can be a part of this rewarding program.

### New “Fight the Bite” Web Page

With the 2005 mosquito season expected to begin soon, the Health Department has launched its improved “Fight the Bite” Web page at [www.fairfaxcounty.gov/service/hd/mosqresources.htm](http://www.fairfaxcounty.gov/service/hd/mosqresources.htm). In addition to providing useful information about mosquitoes and West Nile virus, the Web page now includes information on ticks and tick-borne diseases, insect repellents, mosquito biology and methods to reduce the breeding sites. Educational materials are published in five languages – English, Chinese, Korean, Spanish and Vietnamese – and are available on the Web page. If you, your office, church or community group would like fliers, brochures, bookmarks or posters for public distribution, contact the Health Department at 703-246-2300, TTY 703-591-6435. ■

## Teleworking awards emphasize goal

“There’s no place like home” was the theme of the recent county leadership meeting where special Wizard of Oz awards were presented to agencies for their support of the county teleworking program. “Teleworking is consistent with the way we work. It requires learning how to work differently or manage differently in accomplishing our assigned tasks,” said **Tony Griffin**, county executive, who received the Scarecrow (intelligence) Award for championing teleworking in county government.

Chairman **Gerald Connolly**, who received the Wizard of Oz Award for leadership, joined in recognizing agencies for their commitment to teleworking by noting that the Board of Supervisors set a goal of 20 percent of the eligible workforce to teleworking within five years. With the deadline in 2005, Fairfax County is leading the metropolitan area with more than 800 county employees signed up for this work-at-home program. “The county’s goal of 1,000 teleworkers is almost achieved. I encourage employees whose jobs qualify for this program to work with their supervisors to sign up as a teleworker,” said Griffin. ■

(photos: Award winners representing DTA, DCCCP and Police.)



## Security & Safety

## Matters

### Pesticide safety

As we spend more time outdoors during the spring and summer seasons we are reminded that many pests are also present. Chemicals used to control or eliminate pests (rodents, insects and weeds) are called pesticides and may be packaged as aerosols, sprays, dusts or fumigant bombs. Although pesticides can be useful, they also can be dangerous if used carelessly or improperly stored. The following are tips for making sure you don't harm yourself, your family, your pets or others:

- ♦ First, consider the use of non-chemical control methods to reduce or eliminate pest problems, such as removing sources of food and water and destroying pest shelters and breeding sites.
- ♦ If you decide to use pesticides, always read the label first and follow the directions, including all precau-

tions and restrictions before applying any products. Never use products for pests that are not indicated on the label.

- ♦ Use environmentally-friendly compounds or chemicals, if possible.
- ♦ Never use more pesticide than directed by the label. A common misconception is that twice the amount will do twice the job.
- ♦ Use protective measures when handling pesticides as directed by the label, such as wearing gloves, eye protection, long pants and long-sleeve shirts. Change clothes and wash your hands immediately after applying pesticides. Consider washing clothing separate from other laundry.
- ♦ Before applying a pesticide (indoors or outdoors), remove children, their toys and pets from the area, and keep them away until it is safe in accordance with the

recommendations on the label.

- ♦ Remove or cover food during indoor applications.
  - ♦ If using a commercial applicator or lawn care service, ask for information about any necessary safety precautions you should take.
  - ♦ Don't buy more pesticides than you will need. If you have leftover pesticides, follow label instructions for disposal requirements.
  - ♦ Never leave containers within easy reach of children.
  - ♦ Keep the telephone number of your area Poison Control Center near your telephone: 1-800-222-1222.
- If you have any safety-related questions, please contact **Robert Johnson**, safety analyst, Department of Finance, Risk Management Division, at 703-324-3063, TTY 711 or e-mail at [robert.johnson@fairfaxcounty.gov](mailto:robert.johnson@fairfaxcounty.gov). ■

### ART Conference draws 350 administrative professionals

Administrative Professionals Week (April 24-30) was the perfect time to reward and recognize the tremendous contribution made by the county's admin professionals. The Administrative Resource Team (ART), a panel of 30 admin assistants from across agencies countywide, celebrated its seventh annual all-day


career and professional development conference on Friday, April 22, in the Government Center with a full house of more than 350 administrative assistants. ART put together a curriculum of insightful ideas and solutions to help admin staff deal with the competing demands of family, work and community. Two

Internet nasties, identity theft, fire hazards and those with criminal intent. Your ideas for next year's conference are welcome and will help ART plan the next conference. Send them by e-mail to ART member [Paula.Harper@fairfaxcounty.gov](mailto:Paula.Harper@fairfaxcounty.gov). ■



ART workshop about fats and carbs.

motivational speakers addressed the theme "Life's Puzzles: Fitting the Pieces Together." Three sessions of workshops throughout the morning and afternoon covered a variety of topics from what's new in the Avery label line to interviewing skills to protecting yourself from



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